



QUALIFICATIONS: Applicants are responsible for ensuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have experience or education indicated below or a combination of both:

Grade 3: 6 Months General Experience OR 1Year of Education Above High School

General Experience is described as: Progressively responsible clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties shown above.

Education: If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for the position will be required to supply original transcripts.

BASIS OF RATING: Applicants are required to take a 30 minute Bureau of the Census written exam, and pass the scored Mock Interview and Structured Interview.

HOW TO APPLY: You must attend a testing session and complete an application and required forms. Please call the Chicago Regional Office at 800-865-6384 ext. 15 for the date, time, and location of a testing session. You will need to provide information regarding the following at the testing session:

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of Citizenship
- Veteran's Preference – Applicant claiming 5-point veteran's preference must submit a DD-214 to receive preference. Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, application for 10-point Veteran's preference, with the required proof (i.e., statement from the Department of Veterans Affairs dated within the last year) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty.
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S.college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Individuals with a disability may request reasonable accommodations by calling 630-288-9200.

CONDITIONS OF EMPLOYMENT:

1. Must have a valid driver's license and automobile, and a non-cellular analog telephone line.
2. Public law requires all new appointees to present proof of identity and employment eligibility.
3. Candidates selected for these positions must sign Mixed Tour Employment agreements outlining the conditions of employment prior to the appointment.
4. Applicants appointed through this authority are subject to a 1 or 2 year probationary or trial period.
5. You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
6. If selected, male applicants over age 18 who were born after 12/31/59 must confirm their selective service registration status. Certification forms will be available at the testing session.
7. Employees who receive a Voluntary Separation Incentive payment (VSIP) or "Buyout" and subsequently return to a position in a federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY at 630-288-9200. THE DECISION ON GRANTING REASONABLE ACCOMMODATIONS WILL BE ON A CASE-BY-CASE-BASIS.

**THE DEPARTMENT OF COMMERCE, U.S. CENSUS BUREAU
IS A EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

THE U.S. CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NONMERIT FACTOR.

